

OPM History

18 December 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 10-305-3

25X1A

SUBJECT: Classification of Official Information and Material

REFERENCE: Regulation [REDACTED] Classification of Official Information and Material

RESCISSION: OPM 10-305-2, dated 21 May 1957, subject: Classification of Official Information and Material

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1. It is important that the protection afforded by proper classification not be reduced by casual or careless consideration. Overclassifying material results in a dilution of the meaning of the classification, and underclassifying results in the loss of protection and the possibility of compromise of the material or information.

2. While the authority for the original classification of documents or other material rests with the Authorized Classifiers designated below, each member of the Office who originates material is responsible for considering and recommending its proper classification and should be familiar with the rules set forth in Regulation [REDACTED]. Similarly, each member of the Office whose duties require the review or use of classified information or material will assist in the continuing review of such material and for recommending reclassification or declassification when appropriate. Assistance and guidance may be obtained from the Assistant Classification Control Officers when required.

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3. The following officers are designated in accordance with the provisions of paragraph 4 of Regulation [REDACTED]

a. Assistant Classification Control Officers

Executive Officer
Assistant Executive Officer

b. Authorized Classifiers

(1) All Classifications

Deputy Director of Personnel for
Planning and Development
Special Support Assistant (Personnel)
Division Chiefs and their Deputies
Staff Chiefs and their Deputies

DOCUMENT NO. _____
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 18 JUN 1981
REVIEWER: 028725

OPM 30-57

C-O-N-F-I-D-E-N-T-I-A-L

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(2) Classification Below SECRET

Branch Chiefs and their Deputies

4. SECRET and TOP SECRET stamp blocks will not be issued to organizational levels not authorized to classify at these levels. Stamps already issued will be turned in.

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Gordon M. Stewart
Director of Personnel